

BETHANY+VILLAGE

EMPLOYEE HANDBOOK

2023

CEO'S WELCOME

Welcome! You have just joined a team of caregivers who are dedicated to our 100-year mission of serving our community. We hope that your employment with the Bethany Village will be a rewarding experience. We consider ourselves leaders in the field of senior services, and we take great pride in being the workplace of choice in our region.

As you begin your employment with our organization, remember that CARING is our number one priority. This includes both those we serve and those we work with. Kindness and service to everyone is the number one expectation we have for all who work here. Our long-term success has been built through decades of dedicated team members who work together to help others both professionally and personally.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Bethany Village reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask your supervisor or HR. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact the Human Resource Director. Likewise, if you have any suggestions related to Bethany Village policies or procedures, please let us know.

We wish you success in your employment here at Bethany Village!

All the best,

A handwritten signature in black ink, appearing to read "Kris Erickson". The signature is written in a cursive, flowing style with a large, sweeping flourish at the end.

Kris Erickson, CEO/Administrator
Bethany Village

This handbook replaces any earlier version of the handbook.

AT WILL EMPLOYMENT

This Handbook is not a contract and does not create an express or implied guarantee of any specific term of employment.

Your employment with Bethany Village is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the company at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other Bethany Village document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment.

CUSTOMER RELATIONS

RESIDENT, FAMILY, VISITOR, & COWORKER RELATIONS

We strive to provide a pleasant, homelike environment for residents. An environment where they can welcome their family and friends. Our residents generate your wages. You are expected to treat every resident, family member, visitor, and coworker with the utmost respect and courtesy. You should never argue or act in a disrespectful manner towards a resident, their family member, or visitor. Please make every effort to be prompt in answering residents’ needs and concerns. Treat each person with the dignity and respect you would want for yourself or your family. We also strive to keep each resident’s private space, clean and orderly, while still respecting their possessions. **Always** remember this is our resident’s home! They do not live where we work, we work where they live!

Bethany Village

MISSION STATEMENT

Celebrating Life's Journey Together in God's Love

The Art of Living

ETHICS CODE

Bethany Village will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that supervisors, directors, and employees will not allow personal interests to conflict with the interests of the Bethany Village, the residents, or affiliates, nor will they misrepresent Bethany Village.

Violation of the Code of Ethics or Code of Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

REVISIONS TO MANUAL

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including Bethany Village policies and procedures. The handbook is not a contract. Bethany Village reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

HIRING AND ORIENTATION POLICIES

EEO STATEMENT AND NON-HARASSMENT POLICY

EQUAL OPPORTUNITY STATEMENT

Bethany Village is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. Bethany Village is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

Bethany Village will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of the Equal Employment Opportunity Policy in a confidential manner. Bethany Village will take appropriate corrective action, if and where warranted. Bethany Village prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the Our Equal Employment Opportunity Policy.

We are all responsible for upholding Bethany Village's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of human resource personnel.

POLICY AGAINST WORKPLACE HARASSMENT

Bethany Village has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, sexual identity, or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Bethany Village or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

OTHER WORKPLACE HARASSMENT

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on Bethany Village's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

DISCRIMINATION AND HARASSMENT WILL NOT BE TOLERATED IN THE WORKPLACE.

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify the CEO or Human Resources Director.

Bethany Village prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the Bethany Village determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, Bethany Village may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, Bethany Village

will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

AFFIRMATIVE ACTION POLICY

As a government contractor, Bethany Village will take affirmative action to ensure that job applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, sex, or other protected classifications.

DISABILITY ACCOMMODATION

Bethany Village complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees should inform the Bethany Village Human Resource Director of the need for physical or mental disability accommodation. The Human Resource Director or designee will engage in an interactive discussion with applicant or employee about possible accommodations available and appropriate to allow them to perform the job.

Procedure for reasonable accommodation requests:

- Employee advises Human Resources of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee's supervisor(s).
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request will be approved, and the accommodation implemented.
- If an accommodation is not readily ascertainable the matter will be pursued further with assistance from appropriate external resources.

Bethany Village will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Bethany Village will consider cost, the effect that accommodation will have on current established policies and the burden on operations, including other employees, when determining reasonable accommodation.

RELIGIOUS ACCOMMODATION

Bethany Village is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request accommodation when their religious beliefs cause a deviation from Bethany Village's dress code, schedule, basic job duties, or other aspects of employment. Bethany Village will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Bethany Village will consider cost, the effect that accommodation will have on current established policies and the burden on operations, including other employees, when determining reasonable accommodation. At no time will Bethany Village question the validity of a person's belief.

Religious accommodation request must be presented to Human Resources.

Please note, Bethany Home is a faith-based organization. We will conduct regular religious devotions and services for our residents. Employees may be asked to transport and assist residents attending these services as part of their job duties.

PUMP ACT

The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

Bethany Village follows the PUMP Act. If you are a nursing mother, please talk to Human Resources.

POSTING OF OPENINGS

Bethany Village desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the bulletin boards by the time clock, as well as on the Bethany Village website.

EMPLOYMENT OF RELATIVES AND FRIENDS

Bethany Home Association does employ friends and relatives of our employees, if there is no conflict of interest, and, if possible, no employee is supervising a family member.

JOB DESCRIPTIONS

Bethany Village attempts to maintain a job description for each position. If you do not have a copy of a current job description you may request one from Human Resources. Job descriptions prepared by Bethany Village serve as an outline only. Due to the needs of business, you may be required to perform job duties not within your written job description. Furthermore, Bethany Village may have to revise, add to, or delete from your job duties according to our needs. On occasion, Bethany Village may need to revise job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or Human Resources.

TRAINING PROGRAM

In most cases, and for most departments, employee training is done on an individual basis by the department supervisor or designee. Even if an employee has previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, please consult your supervisor.

PROOF OF CITIZENSHIP AND RIGHT TO WORK

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first

three days of employment, we are required by law to terminate your employment. Bethany Village also uses E-Verify as mandated by our status as a government subcontractor.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

Bethany Village will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Bethany Village's legal duty to furnish information.

WAGE AND HOUR POLICIES

An employee's pay depends on a wide range of factors, including pay scale surveys, experience, and individual effort. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with Human Resources.

PAY PERIOD

Our pay periods are the 7th through the 21st and the 22nd through 6th for all non-exempt employees. Pay periods for exempt employees is the 1st through the 15th and the 16th through the last day of the month. Pay dates are the 15th and the last day of the month for all employees. Should any pay date fall on one of Bethany Village's seven holidays, you will be paid on the day before that holiday. If a pay date falls on a Saturday or Sunday, paychecks will be issued on the Friday before.

PAYCHECK DEDUCTIONS

Bethany Village is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form and K4. If at any time you do not believe that your paycheck is accurate, please contact the payroll office. Deductions are also taken for the benefits you have elected, such as the 401K, health and dental insurance, vision, or any supplemental insurance you have chosen. Any questions about your paycheck should be directed to the Payroll Department or Human Resources.

DIRECT DEPOSIT AND PAYCHECKS

We encourage all employees to enroll in direct deposit. All employees have the option to sign up for direct deposit upon hire but may make changes at any time during their employment. The forms are available in the payroll office.

If you have selected the direct deposit, you will find your paystub with your gross earnings, your deductions, and net earnings at Paycom.com on your employee self-service page. If you have chosen a paper check, it will be available in the administration office after 8:30 AM on payday.

RECORDING TIME

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. You should clock in no more than five minutes before your shift and clock out no later than five minutes after the end of your shift. Every nonexempt employee of the Bethany Village is required to enter his or her hours worked accurately. Employees are required to notify Bethany Village of any pay discrepancies, unrecorded or incorrectly recorded work hours, or any variance to their recorded time.

Employees may clock in using the Paycom app on their phone or computer. Clocking in on a phone will only work if someone is physically on the Bethany Village premises.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

TIMEKEEPING/RECORDING POLICY

All non-exempt employees are responsible for accurately recording their time worked using the Time-keeping system, Employees shall not allow anyone else to record their time, nor is it permissible to record time for others.

The employee's identification number is his/her "electronic signature" and the use of this signature implies the employee's knowledge and approval of the time and attendance information. Usage of the identification number by anyone other than the intended user is grounds for disciplinary action up to and including termination.

Failure to comply with any provisions of this policy and/or falsification of time-keeping documents may result in disciplinary action up to and including termination.

REASON FOR THE POLICY

The purpose of this policy is to set procedures for using the electronic timekeeping system to ensure accurate reporting of time worked by non-exempt staff and use of any time-off benefits.

PROCEDURE

Employees are required to record their work hours by clocking in and out of the system. Work hours may not be entered in advance of the time worked.

Time-keeping supervisors and payroll processors must review and approve all time and attendance records before they are submitted for payment. During this review/approval cycle it may be necessary for time-keeping supervisors and/or payroll processors to adjust time and attendance to correct any errors in order to provide timely and accurate payments. It is impermissible for any time-keeping supervisors or payroll processor to intentionally or knowingly approve false records.

Employees have the opportunity at any time to review their work hours and attendance information for the current pay period. However, employee approval is not required to submit these records for payment if the employee is unavailable or for some reason does not do so. Discrepancies should be brought to Payroll or Human Resources immediately to obtain further review through both informal and formal payroll procedures.

OVERTIME AUTHORIZATION FOR NON-EXEMPT EMPLOYEES

Bethany Home Association allows overtime if it is necessary, however all overtime must be approved in advance, by your department supervisor.

Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if you perform work at different pay rates during the relevant week) is paid for any hours worked in excess of 40 hours in a workweek. Bethany Village defines the work week as Sunday through Saturday.

Vacation days and sick leave days do not count as time worked for computing overtime. When overtime is allowed, no employee shall work more than 56 hours in a one-week period unless a supervisor deems it a necessity.

ATTENDANCE POLICY

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor or established department procedure. Employees may be required to provide documentation of any medical or other excuse for being absent or late. Any employee missing three consecutive workdays will be required to bring a note from their physician.

Please follow your department guidelines when calling in for illness. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

Two or more absence events in one month or six or more absence events in six months can be considered excessive and may result in disciplinary action, up to and including termination. An absence event is considered one illness.

JOB ABANDONMENT

If an employee fails to show up for work or call in with an acceptable reason for the absence, he or she could be considered to have abandoned his or her job and voluntarily resigned from the company.

REST AND MEAL PERIODS

All hourly employees at Bethany Village shall follow department guidelines for documenting their 30-minute uncompensated break. If the employee is unable to take a 30-minute uncompensated break, they should make their supervisor aware with appropriate documentation.

LEAVING THE BUILDING FOR PERSONAL BUSINESS

Bethany Village expects all hourly employees to be in the building during their assigned shift, with the exception of the 30-minute uncompensated break. If an employee has a need to leave the facility on **personal** business, the employee will communicate with their supervisor and inform the supervisor of the expected length of time the employee will be gone. Anytime an employee leaves the building for personal reasons, the employee is to clock out. Please alert the payroll department this is for personal reasons and not a required break.

BREAK PERIODS

Each department has a different flow to their workday. The 15-minute break is not a guaranteed break. This break is paid; there is no need to clock out for the 15-minute break. The employee shall follow department guidelines when taking a 15-minute break. It is not acceptable for an employee to leave the building during their 15-minute break. Because this break is compensated time, there is a possibility the break might be cut short or might not occur at all. This will depend on what is happening in the department on that day.

SMOKING AREA

Bethany Village has a designated smoking/vaping and other tobacco use area on both campuses. This area is provided for employees who smoke/vape or use other tobacco products to use during

their 30-minute unpaid break. This does not change Bethany Village's current tobacco use policy. This area has been dedicated to maintaining a positive campus image, and keep the cigarette butts contained to one area, away from campus grounds and our neighbor's yards.

Bethany Village remains smoke free and tobacco free with the exception of the designated smoking/vaping and other tobacco products area. Employees are reminded that it is not acceptable to use any tobacco product on any other part of the campus, sidewalks, streets, or our neighboring property. Due to the personal nature of our work, employees are encouraged to practice good hygiene, particularly upon returning from this break. Thoroughly washing hands and using gum or mints after using any tobacco product will create a more pleasant working environment for non-tobacco using co-workers and our residents. See the Bethany Village tobacco use policy below.

TOBACCO USE POLICY

Bethany Village employees are allowed to use tobacco products only on their 30-minute unpaid breaks. Employees may stay on campus or leave the premises during this unpaid break. If employees choose to remain on the Bethany Village campus and wish to use any tobacco products, they must use the designated smoking area. Employees are encouraged to engage in proper hygiene to reduce tobacco odors before returning to work.

This policy applies to ALL tobacco products: E-cigarettes, vaping devices, cigarettes, and chewing tobacco, etc. Violation of this policy will result in disciplinary action up to and including termination. Any employee under the age of 18 is strictly prohibited from using any tobacco products on Bethany Village property. If someone under the age of 18 is observed using any of these products, law enforcement may be called. It is never appropriate to use any tobacco products, including vaping and e-cigarettes inside of the building.

Cigarette butts must be extinguished and placed in a fireproof ash tray attached to the fence. When full, maintenance will empty this ash tray into a fireproof bag, tie it, and place it in the red trash can for 24 hours, and then will place in the dumpster. Cigarette butts are NEVER to be placed in any trash dumpster.

NON-SOLICITATION POLICY

To avoid disruption of business operations or disturbance of employees, visitors, and others, Bethany Village has implemented a Non-solicitation, Policy. For purposes of the Non-solicitation Policy, "solicitation" includes canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and other materials on company property or using company resources (including without limitation bulletin boards, computers, mail, email and telecommunication systems, photocopiers, and telephone lists and databases). Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation Policy.

Employees are also prohibited from soliciting other employees for any cause during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their meal period, coffee breaks, or other authorized non-work periods, so long as they do so when the other employees are on their break periods. Employees are prohibited from soliciting an employee who requests not to be solicited, even if on a break period.

PERFORMANCE IMPROVEMENT

Bethany Village supervisors will conduct annual performance evaluations on employees in their department. Supervisors will strive to have open communication with employees throughout the year.

The performance evaluation process is a means for acknowledging the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. It will also be a time for goal setting for the future. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Bethany Village's pay raises and promotions are based on numerous factors, only one of which is job performance.

TRANSFER

Bethany Village recognizes there may be times an employee would like to change from one department to another, as openings occur. If the offer is extended to the employee, and the employee accepts the offer, that employee is expected to give a two-week notice to their current department supervisor. The current supervisor could grant a waiver of this two-week notice. Employees should be aware when changing departments, a possible change in pay rate could occur. Please check with Human Resources for pay rate before making any decision.

Bethany Village also realizes life circumstances may change for any employee. If an employee would like to permanently change the number of hours worked each week, ie: full time, part time, PRN, and seasonal, the employee should talk with the department supervisor. If an employee wishes to have less scheduled hours per week, the employee should give a two week notice to the department supervisor. The supervisor could grant an exception to the two-week notice.

STANDARDS OF CONDUCT

Bethany Village wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, residents, families, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at Bethany Village, you agree to follow Bethany Village rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit Bethany Village's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, Bethany Village retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of drugs or other controlled substances or functional impairment due to drugs or alcohol during working hours on Bethany Village property (including Bethany Village vehicles), or on Bethany Village business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing inaccurate, incomplete, or misleading information in interviews or the preparation of any employment related document including, but not limited to, job applications, personnel files, employment review documents, intra-Company communication, communications with those outside Bethany Village, or expense records.
- Taking or destroying Bethany Village property.
- Possession of potentially hazardous or dangerous property [where not permitted] such as firearms, weapons, chemicals, etc., without prior authorization.
- Physical or verbal altercation with, or harassment of, any fellow employee, vendor, or customer.

- Unauthorized or excessive use of Bethany Village property or the property of any visitor, customer, or fellow employee. This includes, but is not limited to, vehicles, supplies, telephones, mail, and computers.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Use of obscene or otherwise inappropriate language or conduct in the workplace.
- Gambling on Bethany Village premises.
- Taking any property from a resident.

Harassment of, or discrimination against, an employee, resident, or visitor because of that person's race, religion, color, sex, age, sexual preference, gender identity, disability, or national origin.

Nothing in this policy is intended to limit employee rights under the National Labor Relations Act. Failure to comply with this policy can result in disciplinary action, up to and including immediate termination of employment.

DRUG AND ALCOHOL POLICY

Bethany Village considers drug and alcohol abuse a serious matter which will not be tolerated. Bethany Village absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or controlled substance or prescription drug not medically authorized while at their job, on any Bethany Village property, or while on work time.

Therefore, it is Bethany Village's policy that:

1. Employees shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. Employees shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on company property or on company business.

Bethany Village recognizes that drug/alcohol testing is a necessary part of a comprehensive program to maintain a drug-free workplace. Accordingly, Bethany Village reserves the right to require a drug or alcohol test of any employee after an accident or based on reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, giving the appearance of being under the influence, the causing of an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination of employment.

Bethany Village also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his or her job safely or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication used by employees while working for Bethany Village. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If Bethany Village determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

VIOLATIONS

A violation of this policy will result in disciplinary action up to and including termination of employment. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline including termination of employment.

DISCIPLINARY PROCESS

Violation of Bethany Village policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. Bethany Village encourages a system of progressive discipline depending on the type of prohibited conduct. However, Bethany Village is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while Bethany Home Association is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

PROBLEM SOLVING PROCEDURE

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, Bethany Village wants you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to upper-level management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of Bethany Village, management, its employees, vendors, residents, or any other persons or entities related to Bethany Village, bring your concerns to the attention of your supervisor at a time and place that will allow the supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, or if you believe your supervisor is the source of the problem, we request you present your concerns to Human Resources. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

It is the purpose of this problem-solving procedure to help maintain a work environment with respect and responsibility towards each other.

VOICEMAIL, EMAIL AND INTERNET POLICY

This Voicemail/Email/Internet Policy is intended to provide each employee of Bethany Village with the guidelines associated with the use of Bethany Village voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using Bethany Village system through onsite or remote terminals.

GENERAL PROVISIONS

- The system and all data transmitted or received through the system are the exclusive property of Bethany Village. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to Bethany Village system will be given a voicemail, email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- Bethany Village reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is

hereby given notice that Bethany Village will exercise this right periodically, without prior notice and without the prior consent of the employee.

- Bethany Village interests in monitoring and intercepting data include but are not limited to: protection HIPAA rights and classified data; managing the use of Bethany Village computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission, or storage of data on the Company Voicemail/Email/Internet system.

Any employee who abuses the privilege of access to Bethany Village voicemail, email, or the Internet system will be subject to corrective action, up to and including termination of employment. If necessary, Bethany Village will also advise law enforcement officials of any illegal conduct.

INTERNET USE POLICY

Bethany Village makes internet access available to its employees where relevant and useful for their jobs.

This internet use policy describes the rules governing internet use at the company. It also sets out how staff members are expected to behave when using the internet.

WHY THIS POLICY EXISTS

The internet is a powerful tool that can bring significant benefits to Bethany Village.

However, it's important every person using Bethany Village internet understands how to use it responsibly, safely, and legally.

This internet use policy:

- Reduces the online security risks faced by Bethany Home
- Allows staff to know what they can and cannot do online.
- Ensures employees do not view inappropriate content at work
- Helps the company satisfy its legal obligations regarding internet use

POLICY SCOPE

This policy applies to all staff, contractors, and volunteers at Bethany Village who use the internet during work time.

It applies no matter whether that internet access takes place on company premises, while travelling for business, or while working from home.

It applies to use of the internet on any device that is owned by the Bethany Village, or that is connected to any Bethany Village network or system.

For example, it applies both to an employee using the internet at their desk, and to employees who connect their own tablets or smart phones to the company wireless network.

INTERNET USE IS ENCOURAGED

Bethany Village recognizes that the internet is an integral part of doing business. It therefore encourages its employees to use the internet whenever such use supports Bethany Village goals and objectives.

For instance, staff members may use the internet to:

- Purchase office supplies
- Book business travel
- Perform competitor or market research

- Identify potential suppliers or partners

There are many valid reasons for using the internet at work and Bethany Village certainly allows its employees to explore and take advantage of the internet's many advantages.

PERSONAL INTERNET USE

Bethany Village also recognizes that the internet is embedded in many people's daily lives. As such, it allows employees to use the internet for personal reasons, with the following stipulations:

- Personal internet use should be of a reasonable level and restricted to non-work times, such as breaks and during lunch.
- All rules described in this policy apply equally to personal internet use. For instance, inappropriate content is always inappropriate, no matter whether it is being accessed for business or personal reasons.
- Personal internet use must not affect the internet service available to other people at Bethany Village. For instance, downloading large files could slow access for other employees.

AUTHORIZED USERS

Only people who have been authorized to use the internet at Bethany Home may do so.

Authorization is usually provided by an employee's supervisor or the IT department. It is typically granted when a new employee joins Bethany Village and is assigned their login details for Bethany Village IT systems.

Unauthorized use of Bethany Village internet connection is prohibited.

Employees who use the internet without authorization — or who provide access to unauthorized people — may have disciplinary action taken against them.

INTERNET SECURITY

Used unwisely, the internet can be a source of security problems that can do significant damage to Bethany Village data and reputation.

- Users must not knowingly introduce any form of computer virus, Trojan, spyware or other malware into the company.
- Employees must not gain access to websites or systems for which they do not have authorization, either within the business or outside it.
- Bethany Village should only be uploaded to and shared via approved services. The IT department can advise on appropriate tools for sending and sharing large amounts of data.
- Employees must not steal, use, or disclose someone else's login or password without authorization.

Staff members must always consider the security of Bethany Village systems and data when using the internet. If required, help and guidance is available from managers and the company IT department.

INAPPROPRIATE CONTENT AND USES

There are many sources of inappropriate content and materials available online. It's important for employees to understand that viewing or distributing inappropriate content is not acceptable under any circumstances. Internet usage is monitored.

Users must not:

- Take part in any activities on the internet that could bring the company into disrepute.
- Create or transmit material that might be defamatory or incur liability for the company.
- View, download, create or distribute any inappropriate content or material.

Inappropriate content includes pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling, and illegal drugs.

This definition of inappropriate content or material also covers any text, images or other media that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, gender identity or any other characteristic protected by law.

- Use the internet for any illegal or criminal activities.
- Send offensive or harassing material to others.
- Broadcast unsolicited personal views on social, political, religious, or other non-business-related matters.
- Send or post messages or material that could damage Bethany Village image or reputation.

EMAIL USE POLICY

INTRODUCTION

Bethany Village makes email available to its employees when relevant and useful for their jobs.

This email use policy describes the rules governing email use at Bethany Home. It also explains how staff members are expected to behave when using email.

WHY THIS POLICY EXISTS

Email is a standard way to communicate in business. It's used widely and is arguably just as important as the telephone.

Like any technology, email can cause difficulties if used incorrectly or inappropriately. This email policy:

- Reduces the **security and business risks** faced by Bethany Home
- Allows staff to know **how they are permitted to use company email**.
- Ensures employees follow **good email etiquette**
- Helps Bethany Village **satisfy its legal obligations** regarding email use.

POLICY SCOPE

This policy applies to all staff, contractors and volunteers at Bethany Village who use the company's email system.

It applies no matter where that email use takes place: on Bethany Village premises, while traveling for business or while working from home.

It applies to the use of Bethany Village email on any device, no matter whether owned by Bethany Village or the employee.

BUSINESS EMAIL USE

Bethany Village recognizes that email is a key communication tool. It encourages its employees to use email whenever appropriate.

For instance, staff members may use email to:

- Communicate with customers or suppliers
- Market Bethany Village
- Distribute information to colleagues and partners.

AUTHORIZED USERS

Only people who have been authorized to use email at Bethany Village may do so. Employee e-mail accounts are locked and deactivated on the date of the employee's separation from Bethany Village. Authorization is usually provided by the employee's supervisor or the IT department. It is typically granted when a new employee joins the company and is assigned their login details for Bethany Village IT systems.

Unauthorized use of the company's email system is prohibited.

Bethany Village owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage, or access to be private if it is created or stored on work systems.

Employees who use company email without authorization — or who provide access to unauthorized people — may have disciplinary action taken against them.

EMAIL SECURITY

Used inappropriately, email can be a source of security problems for Bethany Village. Users of the company email system must not:

- Sending unauthorized emails to your personal e-mail
- Open email attachments from unknown sources, in case they contain a virus, Trojan, spyware or other malware.
- Disable security or email scanning software. These tools are essential to protect the business from security problems.
- Send confidential company data via email. The IT department can advise on appropriate tools to use instead (send using encryption).
- Access another user's company email account. If they require access to a specific message (for instance, while an employee is out ill), they should approach their manager or the IT department.
- Never send email containing PHI (Personal Health Information) without sending securely (encrypting).

Staff members must always consider the security of Bethany Village systems and data when using email. If required, help and guidance is available from managers and the IT department.

Users should note that email is not inherently secure. Most emails transmitted over the internet are sent in plain text. This means they are vulnerable to interception.

Although such interceptions are rare, it's best to regard email as an open communication system, not suitable for confidential messages and information. Use e-mail encryption when confidential information needs to be sent.

REMOTE ACCESS POLICY

PURPOSE

The purpose of this policy is to define rules and requirements for connecting to the Bethany Village network from any host. These rules and requirements are designed to minimize the potential exposure to Bethany Village from damages which may result from unauthorized use of Bethany Village resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Bethany Village internal systems, and fines or other financial liabilities incurred as a result of those losses.

SCOPE

This policy applies to all Bethany Village employees, contractors, vendors, and agents with a Bethany Village-owned or personally owned computer or workstation used to connect to the Bethany Village network. This policy applies to remote access connections used to do work on behalf of Bethany Village, including reading or sending email and viewing intranet web resources. This policy covers all technical implementations of remote access used to connect to Bethany Village networks.

POLICY

It is the responsibility of Bethany Village employees, contractors, vendors and agents with remote access privileges to Bethany Village corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Bethany Village.

General access to the Internet for use through the Bethany Village network is strictly limited to Bethany Village employees, contractors, vendors, and agents (hereafter referred to as "Authorized Users"). When accessing the Bethany Village network from a personal computer, Authorized Users are responsible for preventing access to any Bethany Village computer resources or data by non-Authorized Users. Performance of illegal activities through the Bethany Village network by any user (Authorized or otherwise) is prohibited. The Authorized User bears responsibility for and consequences of misuse of the Authorized User's access

SOCIAL MEDIA POLICY

Bethany Village understands that social media is widely used. However, use of social media also presents certain risks and carries with it certain responsibilities. As such, we have established the following guidelines for appropriate employee use of social media.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Bethany Village, as well as any other form of electronic communication.

It is **never** appropriate to post anything about a resident on any social media. This could be a violation of HIPAA and could result in immediate termination.

Carefully read these guidelines, the Bethany Village Ethics Policy, the Bethany Village Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, slander, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment.

Always be fair and courteous to residents, families, visitors, and co-workers. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or department supervisors than by posting complaints to a social media outlet. When posting, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, dishonest, obscene, threatening or intimidating, that disparage any person connected to Bethany Village, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a

hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Bethany Village, co-workers, or others working on behalf of Bethany Village. It is **never** appropriate to post pictures of residents on social media. You may share the Bethany Village and Sunflower Terrace official Facebook posts and pictures.

Express only your personal opinions. Never represent yourself as a spokesperson for Bethany Village and be clear and open about the fact that you are an employee and that your views do not represent those of Bethany Village, or anyone associated with Bethany Village. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Bethany Village."

Refrain from using social media while on work time or on Bethany Village provided equipment unless it is work-related as authorized by your supervisor or consistent with the Bethany Village Internet Policy. Do not use company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Bethany Village prohibits taking negative action against any person for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

If you have questions or need further guidance, please contact your HR Director.

OUTSIDE EMPLOYMENT (MOONLIGHTING)

Outside employment which creates a conflict of interest, or which affects the quality or value of your work performance or availability at Bethany Village is prohibited. Bethany Village recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employment relationship. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

GENERAL POLICIES

DRIVING RECORD

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. Bethany Village will run a motor vehicle department check and check with our insurance carrier to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to Bethany Village.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. Employees using their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

Please review the KDOT driver training manual located in the front office. All people driving a Bethany Village vehicle or driving their personal vehicle for Bethany Village business will be responsible for

reading and abiding by the policies in the KDOT driver training manual. KDOT training is required for anyone driving one of the KDOT vehicles.

USE OF COMPANY VEHICLES

Bethany Village vehicles are to be used for Bethany Village business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

Drivers of Bethany Village vehicles are to immediately report all infractions or violations while driving a Bethany Village vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor, manager, Human Resources immediately.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify a maintenance and supervisor immediately.

The driver of a Bethany Village vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

Bethany Village prohibits texting and driving. If any driver is seen to be doing this, they could be subject to immediate termination.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a company vehicle or drive a personal vehicle on company business. Suspension of rights will continue until one (1) year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

DISTRACTED DRIVING

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Bethany Village has enacted a Distracted Driving Policy. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cellphone while operating a personal vehicle:

Bethany Village employees may not use a hand-held cellphone while operating a vehicle—whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering, or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

- If Bethany Village employees need to use their phones while driving a Bethany Village vehicle, they must safely pull over to the side of the road or another location.
- Additionally, Bethany Village employees are required to do the following:
 - Turn cellphones off or put them on silent or vibrate before starting the vehicle.
 - Consider modifying voicemail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately.

PERSONNEL AND MEDICAL RECORDS

Bethany Village maintains a personnel and medical file for every employee. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records

confidential. Access is on a “need-to-know” basis only. This includes but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer or layoff.

If an employee wishes to review his or her personnel or medical file, he or she may do so after giving Bethany Village reasonable notice. Inspection must occur in the presence of a Bethany Village representative. All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

EMPLOYEE PRIVACY AND RIGHT TO INSPECT

Bethany Village property, including but not limited to, phones, computers, tablets, iPads, desks, workplace areas, vehicles, or machinery, remains under the control of Bethany Village and is subject to inspection at any time, without notice to the employee, and without the employee’s presence. Employees should have no expectation of privacy in any of these areas.

EMPLOYEE SUGGESTIONS

We welcome suggestions for continued improvement and welcome your ideas for better ways to do your job or meet our resident’s needs. Discuss your ideas with your supervisor or another member of the management team or put a suggestion in the suggestion box.

PERSONAL APPEARANCE

Your personal appearance reflects the reputation and integrity of Bethany Village. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

Please check with your supervisor as to the acceptable dress for your work area.

TELEPHONE USE

Our phones are principally for work-related communications. Unless there is an emergency, employees are required to limit long distance telephone calls to business purposes only. Employees should limit personal use of the telephone to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is prohibited. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

PERSONAL CELL PHONE/MOBILE DEVICE USE

Cell phones are not to be used during work hours unless the cell phone is being used for business reasons. If an employee wishes to bring their cell phone to work, it must remain on silent during work time. The cell phone may be checked and used during employee’s breaks. Cell phone maybe kept in pockets, vehicles, purse, or nurses’ station. Cell phones should be used away from resident areas. Bethany Village is not responsible for the safety of employee cell phones. Violation of the cell phone policy will result in disciplinary action, up to and including termination.

Social Media*:

- Prohibition of social media during working hours or using any facility devices or equipment unless authorized.

- Prohibition of public discussion or photos of any residents or any other person associated with Bethany Village unless authorized.
- Expectation of protection of privacy of Bethany Village employees and/or residents.
- Postings can and will be monitored by Bethany Village management and staff.
- No pictures of employees or residents will be taken unless taken by authorized staff on behalf of Bethany Village.
- All Employees are to report any suspicion of violation of this policy.
- All allegations will result in reporting to appropriate state and federal agencies. A thorough investigation of any allegation of potential abuse and/or neglect will be conducted.
- Substantiation of violations to policy will result in disciplinary action up to and including termination.
- You may also view guidelines in Abuse, Neglect, and Exploitation Policy and Resident's Rights Policy.

*Social media sites include but are not limited to: Facebook, Facetime, Foursquare, Google, Forum, Instagram, Kik Messenger, LinkedIn, Yelp, Pinterest, Skype, Snap Chat, Twitter, YouTube, blogs, wikis, online forums, video logs, Flickr, Tumblr, etc.

While operating a vehicle on company time, Bethany Village requires that the driver's personal cell phone/mobile device to be turned off. If you need to make or receive a phone call, pull off the road to a safe location unless you have the correct hands-free equipment for the device that follows applicable state laws.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

OFF-DUTY USE OF COMPANY PROPERTY OR PREMISES

Employees may not use Bethany Village property for personal use, or Bethany Village property for use while off premises, without prior approval from their supervisor. Employees are responsible for returning Bethany Village property in good condition.

From time to time, Bethany Village may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not discuss the matter with the caller but refer the call to the CEO or Marketing Director, and then immediately advise Human Resources that the contact was made. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact the Bethany Village C.E.O.

PERSONAL INFORMATION CHANGES

It is your obligation to provide Bethany Village with all your current contact information, including current mailing address and telephone number. You may also change your own information on Paycom. Please inform Bethany Village of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

PERSONAL BELONGINGS AT WORK

Bethany Village will not be responsible for the loss of an employee's personal belongings. If you choose to bring personal belongings to work, you will assume the responsibility of those belongings. For example, if you wear an expensive watch to work and it gets broken, Bethany Village is not responsible for that loss. Bethany Village does not require you to wear that type of watch. If you have something you think has been stolen, you should file a report of theft with the police. Bethany Village will not investigate the loss of personal belongings as this is an issue best left to the police. Please do report the theft to your supervisor or HR so we can be aware. If something you are required to have for your job gets broken, talk to Human Resources. Every employee is free to bring belongings to work, but we highly discourage bringing anything of great value.

BENEFITS

FULL-TIME EMPLOYEES

A regular full-time employee is an employee who is regularly scheduled to work thirty or more hours per week. Unless stated otherwise, all the benefits provided to employees are for regular full-time employees only. This includes PTO, EIB, health insurance and other benefits coverage.

PART-TIME EMPLOYEES

Any employee who works less than 30 hours per week is considered a part-time employee. Part-time employees are not eligible for Bethany Village health insurance or company paid life insurance. Part time employees are eligible for the 401K and may be eligible for supplemental insurance. Part-time employees also earn PTO and EIB.

EXEMPT (SALARIED) EMPLOYEES

If you are classified as an exempt employee at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are an exempt or nonexempt employee, contact your supervisor for clarification.

HEALTH INSURANCE

Full-time employees will be eligible for health insurance 60 days after the first of the month. Medical plan benefits for eligible employees [and their dependents] are described in detail in the Summary Plan Description (SPD) prepared by the insurance carrier that is available to all eligible employees. These benefits may be canceled or changed at the discretion of Bethany Village, unless otherwise required by law.

Health benefits during Family and Medical Leave Act (FMLA) leaves are maintained by Bethany Village on the same terms as if the employee continued to work. Please contact Human Resources for clarification. In such circumstances, arrangements must be made by eligible employees to pay their share of the health insurance premium monthly to maintain insurance coverage. Please contact the Payroll Department to determine the amount of your contribution. Bethany Village obligation to maintain health benefits stops when:

- An employee informs Bethany Village of an intent not to return to work at the end of the leave period; or
- An employee's premium contribution is past due.

Bethany Village will be entitled to recover premiums paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to

the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of Bethany Village, unless otherwise required by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Benefits Reconciliation Act (COBRA). Bethany Home will mail you information about your COBRA rights.

LIFE INSURANCE

All regular full-time employees who have completed at least 60 but less than 90 days of employment are provided with \$15,000.00 in life insurance by Bethany Village. You will receive an enrollment form and will need to give the completed form including your intended beneficiary to the benefits administrator. Refer to the Summary Plan Description (SPD) for details about the benefit.

DENTAL INSURANCE

All regular full-time employees who have completed at least 60 but less than 90 days of full-time employment are eligible for Delta Dental insurance through Bethany Home.

VISION INSURANCE

All regular full-time employees who have completed at least 60 days, but less than 90 days of full-time employment are eligible for vision insurance.

HOLIDAY PAY

Bethany Village recognizes the following holidays to be paid at 1½ the employee's hourly wage if the employee is required to work on these days. Night shift employees will receive 1½ the employee's hourly wage for part of their shift that falls on the holiday. Exempt employees will not be required to work on these holidays. Should a holiday be on a weekend, an exempt employee may take off work the Monday or Friday on either side of that weekend.

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

PAID TIME OFF

Paid Time Off: Bethany Village provides Paid Time Off (PTO) to employees for periods of time away from work with pay. PTO benefit time encompasses the traditional vacation and sick time and is provided only to eligible employees. Extended Illness Bank (EIB) is also provided to eligible employees as an additional benefit.

ELIGIBILITY

Employees are eligible for PTO based on length of continuous service and employment status.

Full-time and Part-time employees are eligible for PTO. PRN and Seasonal employees do not earn PTO. If a Full-time or Part-time employee changes to a PRN status, all accumulated unused PTO will be paid to that employee on his/her next paycheck and no further PTO will be earned as a PRN or Seasonal employee. If a PRN or Seasonal employee would change status to become a Part-time or Full-time employee, PTO will begin with the date of the status change and will be earned based on total continuous years of service and number of hours worked going forward.

ACCRUAL OF PTO/EIB

Accrual of PTO/EIB time begins with the employee's date of hire and continues as long as the employee is being paid productive time, or PTO/EIB time. If an employee is on Leave of Absence, and is utilizing PTO/EIB, accruals will continue. PTO benefits do not accumulate during unpaid periods such as Leave of Absence without pay.

PTO hours will accumulate each pay period and will be available for use in the following pay period. The following is an example of how PTO is earned:

0-up to 1 year of service: for every forty (40) hours worked, approximately one and one-half (1.5) hours is earned of PTO.

2-6 years of service: for every forty (40) hours worked, approximately 2.3 hours are earned to PTO.

7 or more years of service: for every forty hours worked, approximately three (3) hours are earned to PTO.

The exact number of PTO hours will be shown on the employee's pay stub after it has been calculated with the appropriate multiplier.

PTO benefits may be accrued to a maximum of 240 hours. When the maximum is reached, further accumulations stop until PTO is used or the cash out option is utilized.

EIB benefits may accrue to a maximum of 480 hours. When the maximum is reached, further accumulations stop until the balance falls below 480 hours.

PTO USAGE

PTO benefits are available for use in the pay period following the one in which they are earned. PTO benefits must be credited prior to use. Negative balances are not allowed.

Nonexempt employees may use PTO increments of one-hour minimum. PTO must be requested per department guidelines.

Exempt employees must use PTO in four-hour increments. Exempt staff may not use PTO to increase their normal pay period salary entitlement. Example: an exempt employee regularly scheduled to work 80 hours per pay period may not add an additional 8 hours PTO to increase their annual salary.

Employees are responsible for requesting PTO in advance, according to departmental policies and procedures. PTO time not scheduled in advance may impact an employee's attendance record. A physician's statement will be required for an illness of three (3) or more consecutive workdays. These statements will be presented to the Human Resource office.

CASH-OUT

Employees may cash out PTO during four designated periods per year. Employees may cash out up to 40 hours. Those cash-out times are the last pay period in February, May, August, and November.

PTO PAYMENT

PTO benefits are paid at **base** rate exclusive of any differentials. PTO hours are classified as benefit hours for overtime calculation.

PTO benefits remaining at retirement or termination are eligible for one hundred percent PTO pay out.

EXTENDED ILLNESS BANK (EIB) ELIGIBILITY

The extended Illness Bank (EIB) may be accessed after the employee has been off work due to a personal or immediate family illness **for sixteen consecutive scheduled work hours**, (paid by PTO if available, or taken as unpaid if PTO balance is zero) per occurrence. Occurrence is defined as an absence event.

Use of EIB hours is determined by the employee's normal work schedule. EIB will not be paid for more hours than the employee would normally be scheduled to work. All EIB hours are paid at the employee's base rate of pay exclusive of any differentials.

When an employee has multiple absences due to an ongoing condition, such as intermittent FMLA or chronic condition, the employee may use EIB without using 16 hours of PTO with each absence. If you have questions about whether an absence qualifies for this type of usage, contact the Human Resources office.

EIB USAGE

EIB usage for family illness must be approved by Human Resources.

The EIB balances are forfeited at termination or retirement.

Human Resources must approve EIB use for the employee to receive pay from the Extended Illness Bank for personal illness situations when the employee is out of work for more than 16 hours.

ACCRUAL

EIB is based on number of hours worked and is earned at the same level as the first year of PTO. As an example, approximately 1.50 hours is earned for (40) hours worked.

REQUESTING LEAVES OF ABSENCE

A leave of absence (leave) is defined as a paid or unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he she must be out of work for more than three days, he or she should contact the Human Resources department to determine if a leave of absence may be necessary.

Leaves of absence will start on the date of request or date of need. While on leave, an employee must contact the Human Resources department at least every 30 days. Failure to contact HR upon request may result in voluntary termination of employment. If an employee requires additional leave or accommodation at the end of their leave, they must talk to the Human Resources department.

REQUIRED DOCUMENTATION

All requests for a leave of absence must be made through Human Resources. You will be given the appropriate form for the type of leave needed (FMLA, disability accommodation, military, pregnancy, other medical leave, personal leave, etc.). Forms must be returned to the Human Resources department. An employee must provide 30 days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to Human Resources and his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

JOB BENEFITS

For leaves other than approved FMLA leaves, Bethany Village will pay its portion of the cost of the employee's benefits including health, dental, and life insurance benefits while an employee is on leave for the end of the monthly billing cycle at which time a COBRA notification will be issued. Family and Medical Leave Act (FMLA) leaves of absence allow for up to 12 weeks of group health insurance continuation coverage in the same manner as if the employee continued to work. The employee must continue to pay his or her portion of the benefits which may be made by payroll deductions (when applicable) or by check which must be submitted to the Payroll department each pay period unless other arrangements have been made. If the employee fails to pay his or her portion of the benefits for more than 30 days, the employee's coverage(s) will be terminated and the employee will be offered COBRA to continue benefits coverage.

While on leave, employees are required to use sixteen (16) hours of accrued PTO, or uncompensated time, then use EIB. Should EIB become exhausted, Bethany Home Association will use available PTO.

Before an employee may return to work, the employee must provide a physician's note allowing the employee to return to work.

FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

Bethany Village complies with the Family and Medical Leave Act of 1993 (FMLA), as amended

Please refer to the FMLA poster and other information given to you at orientation or ask for information from Human Resources. This is the most up to date information. If you have questions, please talk to the Human Resources Department.

MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status may qualify for FMLA leave. Please make Human Resources aware of any situation involving need for time off for a service-related reason.

ELIGIBILITY REQUIREMENTS

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the company within 75 miles.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

The company may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, employees must comply with the company's normal paid leave policies.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon to as practicable Human Resources and generally must comply with the company's normal call-in procedures.

Employees must provide sufficient information so Bethany Village Human Resource Department can determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Human Resources if the requested leave is for a reason for which FMLA leave was

previously taken or certified. Employees will be required to provide a certification and periodic recertification supporting the need for leave.

If you have any questions about FMLA leave, please contact Human Resources.

EMPLOYEE MILITARY LEAVE [USERRA]

Bethany Village complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Appropriate documentation of the need for the leave is required to be submitted to Human Resources prior to the leave unless military necessity makes this impossible. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Human Resources.

JURY DUTY AND WITNESS LEAVE

If you are summoned for jury duty, please make scheduling arrangements with your supervisor as soon as you receive your summons or subpoena. Full-time employees will be compensated up to 3 days for jury duty leave. Please give a copy of the summons to the payroll department.

BEREAVEMENT LEAVE

Bethany Village recognizes the importance of taking leave when there is a death in the family. Full-time or Part-time employees are entitled to up to 3 days off with pay for the funeral of an immediate relative (mother, father, sister, brother, spouse, child, in-laws, grandparent, or grandchild, step-children, foster children, or anyone residing with the employee). Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Employees taking bereavement leave must notify Human Resources of their intention to do so.

WORKERS' COMPENSATION INSURANCE AND DISABILITY LEAVE

Workers' compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify the Human Resource Director immediately, and fill out an incident report. If your injury is the result of an on-the-job accident, you must fill out an incident report. Employees seeking treatment must call the Human Resource Director. If the employee cannot make that call, a charge nurse should call. Bethany Village encourages all employees to work in a safe manner, but we understand accidents do happen. Please report any accident to Human Resources as soon as possible.

UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment compensation insurance is paid for by Bethany Village and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from Bethany Village.

COBRA

COBRA, the Consolidated Omnibus Budget Reconciliation Act, provides the opportunity for employees and their beneficiaries to continue health insurance coverage under the company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Please contact Human Resources to learn more about your COBRA rights.

401K Plan

All regular full-time or part-time employees are eligible to participate in the Company's 401K plan. Bethany Village provides matching funds up to 2% of the employee's wages. Should you have any questions about the 401K, please consult with the Human Resource Director. Employees may sign-up to begin the 401K anytime, but the deductions and match will start on the beginning of the next quarter. This benefit, as well as other benefits, may be canceled or changed at the discretion of Bethany Village, unless otherwise required by law.

401K VESTING SCHEDULE

Less than 2 years 0%

2 years 50%

3+ years 100%

GENERAL SAFETY POLICY

It is the responsibility of every employee of Bethany Village to maintain a healthy and safe work environment. We are responsible for our resident's safety as well as our own. Please report all safety hazards to your supervisor or safety director immediately. Complete an incident report as needed. Failure to follow Bethany Village health and safety rules can result in disciplinary action, up to and including termination of employment. Safety notebooks are available in each department and on each unit.

POLICY AGAINST VIOLENCE

IF THERE IS A THREAT OF VIOLENCE TO YOU OR ANY OTHER PERSON ON BETHANY VILLAGE PROPERTY, CALL 911 IMMEDIATELY!

The safety and security of our employees, residents, and the public is of essential importance. Threats or acts of violence made by an employee or anyone else against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on Bethany Village property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.

- Threat of Violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on any Bethany Village property, except as required in the lawful course of business or as authorized by law.

The following are prohibited:

1. Any act or threat of violence made by an employee, or any other person, against another person's life, health, well-being, family, or property.
2. Any act or threat of violence which endangers the safety of employees, residents, or the public.
3. Any act or threat of violence made directly or indirectly by words, gestures, symbols, or email.
4. Use or possession of a weapon on Bethany Village property.

It is a requirement that employees report to their supervisor or Human Resources, in accordance with this policy, any behavior that compromises Bethany Village ability to maintain a safe environment for Bethany Village residents and staff. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.

EXIT INTERVIEW

You may be asked to participate in an exit interview when you leave Bethany Village. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process is appreciated.

CLOSING STATEMENT

Thank you for reading our employee handbook. We hope it has provided you with an understanding of the Bethany Village mission and structure as well as our current policies and guidelines. We look forward to working with you to keep Bethany Village a successful, safe, productive, and pleasant workplace.

Kris Erickson, CEO/Administrator
Bethany Village

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF EMPLOYEE HANDBOOK

By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of Bethany Village. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that Bethany Village retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and Bethany Village. I understand that this Employee Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the Officers and Directors, Bethany Village reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by Bethany VillageHome Association and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or Human Resources.

Date

Signature of Employee

Print Name